UNITED STATES DISTRICT COURT
District of Rhode Island
POSITION VACANCY ANNOUNCEMENT - August, 2015

POSITION TITLE: IT Systems Administrator
POSITION TYPE: Permanent, Full-Time
LOCATION: U.S. District Court and U.S. Probation Office, Providence, Rhode Island
SALARY RANGE: CPS 28–29 ($61,369 – $118,654)*
*Starting salary usually in the low to middle portion of the range provided above, depending on qualifications and experience. If hired at CL28, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.
OPENING DATE: August 24, 2015
CLOSING DATE: Open until filled, with preference given to applications submitted by Friday, September 25, 2015.

POSITION OVERVIEW:
Be part of the federal judiciary where high level, cutting edge technology serves the administration of justice! The Information Technology Office of the U.S. District Court and U.S. Probation Office for the District of Rhode Island in Providence, are seeking qualified applications for the position of IT Systems Administrator. The District of Rhode Island has two buildings that house the Court and the Probation Office in Providence, providing services to almost 90 employees. The office is headquartered in the District Clerk's Office in Providence. The IT Office is an exciting, innovative, and fast-paced environment designing IT solutions and providing assistance to judges and court personnel in the administration of justice. This position will join a staff of four technology professionals and will report to the Chief Deputy Clerk and Deputy Chief US Probation Officer.

As such, the incumbent will be joining a small, but highly motivated team in a dynamic environment to design and develop mission-critical software solutions. The position provides automation support to the two units and works with both major national systems and those developed or customized for local use. The incumbent is responsible for coordinating with the IT Team in the development and implementation of an automation plan which will enhance all operations of the Court and Probation Office. The incumbent is responsible for the planning, acquisition, application, operation, integration, and maintenance of all automated systems, equipment, and networks operating within both court units.

SUMMARY OF RESPRESENTATIVE DUTIES AND RESPONSIBILITIES:
- Design, develop, implement, and support software written in one or more object-oriented languages such as Java, Perl and JavaScript. Design, develop, and maintain new and existing relational databases such as SQL Server and Informix.
- Analyze existing national information systems and design and develop local customizations.
- Research current and future technologies and trends, and analyze alternatives including commercial off-the-shelf software. Develop applications and coordinate with judges, managers, and staff to ensure that development efforts are meeting the needs of the court.
- Assist in day-to-day help desk duties and responsibilities, which include the following: Installing and maintaining PCs, laptops, printers, monitors, iPhones, iPads, and related equipment depending on the needs of the office; troubleshooting OS issues, software and hardware associated problems.
- As part of the IT team, the Systems Administrator advises court management in all aspects of automation needs, objectives, and capabilities including: anticipation of future project requirements and potential problems, and time and cost requirements in terms of personnel and funds.
- Assists in developing short and long-range automation improvement plans for the court unit, ensuring changes can be implemented with minimal disruption. Assists in developing justifications for system upgrades, equipment and operations. May monitor or approve expenditures for

automation operations. Evaluates software and hardware. Negotiates with vendors. Tracks trends in technology.
- Installs or assists in the installation of new or revised releases of national and court-specific database systems. Assists users in the understanding of new technical systems, documents procedures, and participates in the planning and implementation of training programs for users.
- Uses programming skills to develop software to add and extract information from existing system databases. Utilizes networking skills to manipulate data between system databases and network applications, including intranet/internet sites.
- Prepares and maintains the documentation of all locally-developed software used on-site. Documents technical operating procedures for systems staff. Implements an automation maintenance program for the court unit.
- As part of the IT team, the incumbent participates in the development of the automation budget justification for systems equipment, upgrades, normal operations and future enhancements.
- Provides day-to-day system backups and monitors operations of equipment and systems. Develops, documents and implements disaster recovery procedures. Devises system security procedures. Acts as one of the technical experts in solving computer system problems. Assists in developing and implementing desktop and NOS standards.
- Researches and recommends infrastructure and software upgrades to the Management Team. As part of the IT team, maintains and upgrades network systems for desktop and network applications, internet applications, and network security. Assists in developing project plans, testing the plans and implementing project rollouts.
- Work closely with information technology professionals within the district and circuit to ensure operational integration and efficiency. Interact with IT professionals at the AO and counterparts in other districts to exchange information on new developments and refinements.

MINIMUM QUALIFICATIONS:

The successful candidate must possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. This position requires exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity, as well as superb organizational, people and time-management skills with the ability to juggle many changing priorities and demands at the same time.

Must also possess the following:
- Thorough knowledge of theories, principles, practices, and usage of computer hardware and software; advanced knowledge of office database design and data communications;
- Thorough knowledge of capabilities, limitations, and functional applications of information technology, knowledge of and skill in information technology management;
- Knowledge of and experience with relational database fundamentals and experience with database applications such as SQL Server and Informix;
- Knowledge of networking, operating systems, servers, and multi-tiered architectures with thorough knowledge of LAN/WAN internetworking technologies and strong network troubleshooting skills;
- Programming experience in object-oriented languages such as Java and Perl;
- Proven ability to thoroughly analyze operating systems and identify complex issues to troubleshoot a problem or system crash;
- Knowledge of flowcharting, form design, and control procedures;
- Knowledge of data communication security and privacy techniques;
- Demonstrated skill in analyzing, interpreting, and presenting research findings to prepare design specifications;
- Demonstrated skill in coordinating information technology projects with senior management, writing program documentation, and
- Demonstrated skill in reviewing procedures, policies, and manuals;

PREFERRED QUALIFICATIONS:
- Knowledge and experience working with scripting languages such as JavaScript or equivalent;
- Knowledge and experience with HTML and IIS;
- Knowledge of ODBC, JDBC, Web Services, and Oracle Service-Oriented Architecture (SOA); Knowledge of UML practices;
- Knowledge of ORMs like Hibernate or equivalent;
- Knowledge of server virtualization (Hyper V preferable);
- Knowledge of Linux;
- Knowledge of .NET language (C+ and VB); and
- Prior experience with backup solutions.

GENERAL AND SPECIALIZED EXPERIENCE:
A bachelor's degree in Computer Science or a related field is preferred. In addition, candidates must possess at least three years general experience within the information technology environment and at least two years specialized experience, defined as: progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management.

ADDITIONAL INFORMATION:
- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a background check (including references, criminal history, and credit history) as a condition of employment. The person selected for this position will also be required to submit fingerprints for an FBI background check.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:
Applicants must submit an application, cover letter, resume, and references. At this time, we are required to have a hard-copy application with signature as part of the application packet.

Our application and benefits information can be found on our web site at:
http://www.rid.uscourts.gov/menu/generalinformation/employment/appointmentforms/ao78.pdf

Note: Incomplete application packets will not be considered.

Mail, email* or hand-deliver **your application materials** to:

U.S. District Court
Attn: Human Resources, #15-02
One Exchange Terrace
Providence, RI 02903-1779
HR@rid.uscourts.gov

Please include #15-02 in the subject line of your email. All documents should be in Adobe PDF format.

Only applicants who are selected for interviews will be contacted by the Court. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER